



# WESTON PRIMARY SCHOOL

## HOLIDAY REQUEST FORM

A request for absence **MUST** be made at least a minimum of six weeks before the trip and before the holiday is booked.

PUPIL DETAILS			
Name:		Date of Birth:	
Class / teacher			

Date of requested absence:
Date of return to school:
Reason for request for a holiday in term time:

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty notice being issued to me by the Local Authority for the non attendance of my child at school:

Parent / Carer Name: .....

Signature: .....

Date of request: .....

<b>OFFICE USE</b>	
% attendance so far this year: .....	Permission <b>GRANTED / DECLINED</b>
Explanation: .....	
.....	
.....	
Authorised by: .....	Date: .....